

EDITED TASK LISTING

CLASS: Physician and Surgeon, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Interview inmate patients in order to establish the nature of their symptoms, evaluate their health status and needs, establish their medical history, determine their functionality, etc. utilizing medical knowledge, communication skills, medical records, consultation with other staff, etc. as needed.
2.	Examine inmate patients in order to establish the nature of their symptoms, evaluate their health status and needs, guides additional medical history, determine their functionality, etc. utilizing medical knowledge, communication skills, medical records, consultation with other staff, medical instruments, etc. as needed.
3.	Interpret written documents (e.g., unit health records, chronos, 602s (inmate appeals), etc.) in order to determine the next step in the health care process, make appropriate referrals, respond to appeals, etc. utilizing medical knowledge, communication skills, medical records, etc. as appropriate.
4.	Assess inmate patients' health status in order to provide medically necessary treatment, management, and/or referrals (e.g., medications, chronos, therapy, diagnostic studies, patient education, etc.) utilizing patient interviews, patient examination, unit health record and other documents, test results, medical knowledge, communication skills, etc. as needed.
5.	Order medical interventions (e.g., medications, laboratory studies, diagnostic studies, special diets, chronos, physical therapy, etc.) as needed, to diagnose or treat inmate patients, provide medically necessary treatment, management, and/or referrals, and establish functionality, utilizing formularies, utilization management plans, Medical Services for Inmates (MSI), policies, procedures, medical reference materials, patient interviews, patient examinations, unit health record and other documents, medical knowledge, communication skills, etc.
6.	Administer treatments (e.g., medication, dressings, injections, etc.) in order to diagnose, treat, or prevent inmate patients' illnesses and injuries and to promote inmate health, utilizing medications, policies, procedures, medical reference materials, medical knowledge, communication skills, etc. as needed.
7.	Perform medical, surgical, and diagnostic procedures (e.g., suturing, incision and drainage, endo-tracheal intubation, biopsy, endoscopy, pap smears, excision, etc.) in order to diagnose, treat, or prevent inmate patients' illnesses and injuries and to promote inmate health, utilizing surgical skills, medical knowledge, medical skills, medications, policies, procedures, medical instruments, medical reference materials, communication skills, etc. as needed.
8.	Order laboratory examinations and analyses, x-rays/imaging and other diagnostic tests in order to diagnose, manage, and/or prevent inmate patients' illnesses and injuries and to promote inmate health, utilizing policies, procedures, medical reference materials, medical knowledge, communication skills, etc. as needed.

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9.	Manage medical problems in the inpatient and outpatient setting (including making rounds in the hospital, outpatient housing unit, or Correctional Treatment Center (CTC)) to facilitate continuity of care and appropriate management of the patients' medical conditions utilizing medical knowledge, applicable laws, rules, regulations, policies, procedures, communication skills, documentation, etc. as needed and/or assigned by the supervising physician.
10.	Conduct peer review, utilization review, and quality review to evaluate, document, and improve the quality and appropriateness of inmate patient care utilizing patient's unit health record and other documents (e.g., court records, letters from inmate family, etc.), medical knowledge, laws, rules, regulations, court mandates, lab tests, etc. as assigned by the supervising physician.
11.	Educate inmate patients about their medical conditions, to facilitate their participation in their health care and encourage self-responsibility for their health, utilizing medical knowledge, information about their specific disorder and treatment, patient handouts, videos, communication skills, policies and procedures, etc. as needed.
12.	Instruct nurses, technicians, and other personnel in order to maintain the standard of care, promote effective utilization, and ensure compliance with laws, rules, policies, etc. utilizing medical knowledge, training skills, laws, rules, policies, procedures, communication skills, videos, demonstration equipment, etc. as assigned by the supervising physician.
13.	Clinically supervise nurses, technicians, and other personnel in order to maintain the standard of care, promote effective utilization, and ensure compliance with laws, rules, policies, etc. utilizing medical knowledge, training skills, laws, rules, policies, procedures, communication skills, etc. as needed.
14.	Participate in staff conferences (e.g., Utilization review, Peer Review, Interdisciplinary Treatment Team (IDTT), other medical staff committees, etc.) to maintain the standard of care, promote effective utilization, and ensure compliance with laws, rules, policies, etc. utilizing record reviews, statistical evaluation, communication skills, policies and procedures, etc. under the general direction of the supervising physician.
15.	Prepare written documents (e.g., progress notes, patient histories and examinations, correspondence, appeals, policies, procedures, reports, etc.) to ensure proper documentation of patients' conditions and treatment, provide information and direction to others, and comply with various laws, rules, policies and procedures utilizing communication skills, medical knowledge, policies and procedures, computer hardware/software, etc. as needed.
16.	Serve as Medical Officer-Of-The-Day (MOD)/Physician on Call (POC) to provide inmate access to care on a continuous basis utilizing cell phone/pager, telephone, policies and procedures as assigned by the supervising physician.

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17.	Maintain the safety and security of the institution by supervising the conduct of persons committed to the California Department of Corrections (CDC) and by inspecting the premises in order to prevent escape, and/or to prevent injury by inmates to themselves, others or to property, utilizing interpersonal skills, heightened awareness of the surroundings, knowledge of the prison system and inmates, alarm systems, tool control policies, inmate searches, etc. as dictated by departmental policy.
18.	Serve as a consultant to Health Care Services Division, Attorney General's Office, Legal Affairs Division, institutions, etc. to provide information, assist with policy implementation, assist in determining appropriate treatment options, ensure appropriate patient care, and assess the treatment rendered, utilizing current knowledge of specialty area, communication skills, medical knowledge, laws, rules, policies and procedures, medical records, relevant documents, etc. as needed.
19.	Participate in the development of policies and standards for the medical program to ensure compliance with existing laws, regulations, court mandates etc. and promote quality patient care utilizing rules, laws, regulations, computers and Internet connections, textbooks and journals, subject matter experts, medical knowledge, communication skills, under the general direction of the supervising physician.
20.	Participate in clinical quality review to maintain the standard of care, promote effective utilization, and ensure compliance with laws, rules, policies, etc. utilizing record reviews, statistical evaluation, communication skills, policies and procedures, etc. under the general direction of the supervising physician.